

SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

Policy # 2-218 Learning Management System Usage	
Classification: Section 2 – Academic Affairs	
Approved by: Board of Governors	Date Approved: June 25, 2014 (BoG June25-2014 #8)
Replaces: NEW	
Next Policy Review: 2019	Responsibility of: Vice-President Academic

Policy Statement

Sir Sandford Fleming College is committed to providing students with access to essential course materials, resources, student progress/grades, and other relevant information to support their learning process. To that end, the College supports the effective use of a Learning Management System to provide organized, consistent and timely course-related information; increased opportunities for student engagement with content and learning communities; and to facilitate communication between faculty and students.

Purpose

This policy outlines the expectations for the use of the College's learning management system to support the teaching and learning process.

Scope

This policy applies to all credit courses offered by Fleming College, where feasible. It is the responsibility of the Vice-President Academic and the Deans to ensure adherence to the policy and to interpret the policy.

Definitions

Learning Management System (LMS): the College supported software application(s) that are used by faculty and students to access, plan, implement, supplement, monitor, and/or assess learning or to communicate about learning. The current approved College LMS is Desire2Learn. Open source software is not supported by the College Information Technology Services (ITS).

Course Page: a repository or space within the LMS that a faculty member can use to provide course information and communicate with each group of students they are teaching. The basic components of the course page include course name, course number presented within a basic page layout that provides access to the course outline, course content, communication tools, assessment tools and an attendance tool.

Course Materials: course content, curriculum materials, or learning activities that are created, purchased or licensed for use, and utilized by college employees in the performance of their duties. Examples could include: lecture notes, presentation slides, assignment guidelines, course handouts etc.

Student Progress/Grades: the specific feedback provided to students through the grade book in the LMS and throughout the course regarding their progress on assignments, tests, quizzes, projects etc.

CLT: Centre for Learning and Teaching

ITS: Information Technology Services

General Principles

The use of an LMS is intended to enhance the teaching and learning process and can be used for distributing content and teaching material; facilitating communications; fostering interpersonal

connections (between both peers and faculty); providing access and support for different learning styles and needs; supporting group work, collaboration, and reading and writing online; and providing feedback, evaluation, grading and marks management. The College commits to the principles of privacy with regard to the use of an LMS and adheres to the Freedom of Information and Protection of Privacy Act in its' use.

Operating Procedure

1. The Centre for Learning and Teaching is responsible for providing training and support to faculty in the use of the College LMS.
2. Every postsecondary credit course offering will have a course page created each semester with exceptions approved by the Dean of the School (e.g. week long compressed courses).
3. As a minimum standard, faculty must use the LMS course page to provide students with the following:
 - a. course outline
 - b. faculty contact information
 - c. student progress/grades throughout the term posted to the gradebook within two weeks of an assignment due date
 - d. available course materials and other resources as appropriate
 - e. course announcements and cancellations

Note: Prior to the start of a semester, faculty may request that the LMS administrator(s) 'roll over' the content from a previous course for use in the upcoming term.

4. Faculty can refer to the '*Best Practices in the Use of the LMS at Fleming College*' available from the CLT to move beyond the minimum standard.
5. Where faculty are using the LMS beyond the minimum standards noted above, faculty will inform students of their specific expectations regarding the use of the LMS within their course.
6. Where faculty are using the LMS to provide course learning materials, the faculty are responsible for preparing and editing those materials and posting them to the LMS for students to access in accordance with the College Accessibility for Persons With Disabilities Policy #3-341.
7. Faculty are responsible for entering final grades into the grade book within the LMS by the Registrar-determined deadline at the end of each semester. Note that standard practice will be to 'temporarily hide the student's view of their final grade within the D2L grade book two (2) weeks prior to the end of the term.

Note: Final grades are transferred via an automated process to the Student Information System upon completion of a course. The release of official final grades is from the Registrar's Office and visible through the Student Centre on the Fleming College portal.

8. Students experiencing technical difficulties that relate to the LMS must notify the ITS Support Service desk for assistance.

Related Documents

- *Academic Regulations*, College Policy #2-201
- *Guidelines for Professional Practice – Faculty and Students*
- *Program Quality Assurance Policy*, College Policy #2-213

- *Faculty Professional Development*, College Policy #3-335
- *Information and Communications Technology (ICT) Appropriate Use Policy*, College Policy #6-601
- *Accessibility for Persons with Disabilities*, College Policy #3-341
- *Freedom of Information and Protection of Privacy Act*, College Policy #3-310 and FOI Resource Documents

Appendices

None

Monitoring of Operating Procedure

Next Review: 2017

Responsibility of: *Vice-President Academic; Director, Centre for Learning and Teaching*

Procedure Review Summary:

Section and Month date, year

Person/Department/Committee

Section and Month date, year

Person/Department/Committee